



United States Department of the Interior

BUREAU OF OCEAN ENERGY MANAGEMENT
WASHINGTON, DC 20240-0001

45600 Woodland Road, VAM-BOEM DIR
Sterling, VA 20166

Telephone (703) 787-1818
Facsimile (703) 787-1209

June 4, 2019

Via Electronic Mail: 73668-88580322@requests.muckrock.com

Ms. Emma Best
MuckRock News
Dept MR 73668
411A Highland Ave
Somerville, MA 02144-2516

RE: Freedom of Information Act (FOIA) Request No. BOEM-2019-00134

Dear Ms. Best:

This letter is in reference to your FOIA request dated May 21, 2019 and received by the Bureau of Ocean Energy Management (BOEM) Headquarters FOIA Office (HQ) on the same date. Your request is assigned number BOEM-2019-00134. Please refer to this number in any future correspondence with our office regarding this request.

Description of the Requested Records

You requested:

[D]ocuments generated as part of the creation of the FOIA office (defined as whatever department, office, or coordinator is responsible for overseeing and/or processing FOIA requests), whether this was at the time of the agency's creation or the passage of the Freedom of Information Act, to include:

1. The instruction to do so from the Agency, as well as any guidance from the senior leadership
2. Documents discussing proposals and procedures
3. Any legal guidance or analysis produced or acquired by the Agency in response to or as part of the creation of the FOIA office
4. Internal documents from the press office, legislative liaison's office (or equivalent), general counsel's office (or equivalent), director's office (or equivalent) or the newly created FOIA office, reacting to or characterizing the office and its creation.

5. [The astericked items in your request] A copy of the agency's first perfected (successful) FOIA request; Copies of other FOIA requests filed before the FOIA request described above; Processing notes, search slips and response documents regarding the FOIA requests described above; The first set of guidelines, instructions and/or forms created to control the agency's processing of FOIA requests; A copy of the agency's first successful FOIA appeal; Copies of other FOIA appeals received by the agency before the appeal described above; Processing notes, search slips and response documents regarding the FOIA appeals described above; The first set of guidelines, instructions and/or forms created to control the agency's processing of FOIA appeals.

Conclusion

If you have any questions concerning your request, you may contact us by email at boemfoia@boem.gov, by fax at (703) 787-1209; or by phone at (703) 787-1818 or by postal mail at: FOIA Office; Bureau of Ocean Energy Management; Mail Stop: VAM-BOEM DIR; 45600 Woodland Road; Sterling, VA 20166.

Sincerely,



X_____

Natasha Alcantara
Freedom of Information Act Officer/Public Liaison
Bureau of Ocean Energy Management